

# APPROVED

January 21, 2003

Michigan State  
Administrative Board

Lansing, Michigan

December 17, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, December 17, 2002, at 11:00 a.m.

Present: David Hildenbrand, Deputy Chief of Staff, representing Dick Posthumus, Lt. Governor, Chairperson  
Susan Leffler, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General  
Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer  
Joe Pavona, Director Bureau of Administrative Services, representing Candice Miller, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Myron Frierson, Deputy Director, Bureau of Finance and Administration, representing Greg Rosine, Director of the Department of Transportation  
Sherry Bond, Secretary

Absent: John Engler, Governor

Others Present:

Deborah Devine, Department of Attorney General; Norm Buckwalter, Mike Katlin, Department of Information Technology; David Arking, Kathy Jones, Janet Rouse, Department of Management and Budget; Pam Lavender, Carol Rademacher, Darby Schlagheck, Department of Transportation; Ted Burgin, Joy Tiemeyer, AAT Communications

## 1. CALL TO ORDER:

Mr. Hildenbrand called the meeting to order. Pastor Nathaniel Whitt, Jr. of Zion Hill Holy Missionary Baptist Church gave the invocation. Mr. Hildenbrand then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. MacDowell moved that the minutes of the State Administrative Board for the meeting of December 3, 2002 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

Department of Agriculture, Pesticide and Plant Pest Management, 11/12/02

Department of Attorney General

Finance Division, 10/21/02

Labor Division, 10/29/02

Department of Education, Field Services, 11/21/02

Department of Natural Resources, Human Resources Division, 10/10/02

Department of Transportation

Training and Development Division, 9/18/02

Travel Information Division, 9/8/02

Family Independence Agency, Office of Adult Services

Mr. Pavona moved that the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held December 10, 2002 and the special meeting held December 17, 2002. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Finance and Claims Committee Report of December 10, 2002 be approved and adopted with Item 3(1) contingent upon no appeals being filed by 5 p.m. on December 17, 2002, and withdrawal at the State Administrative Board meeting on December 17, 2002 of Item 2(1) of the regular agenda by the Department of Management and Budget. Mr. Pavona supported the motion. Ms. Leffler stated the Attorney General would abstain from voting on Item 5s of the supplemental agenda. Five members voted yes on Mr. Pavona's motion and Ms. Leffler voted yes but abstained on item 5s of the supplemental agenda.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held December 11, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of December 11, 2002 be approved and adopted noting the contingencies on Item 3 had been cleared. The motion was supported by Ms. Leffler and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Reports for the regular meeting of December 11, 2002 and the special meeting of December 17, 2002. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Reports covering the regular meeting held December 11, 2002 and the special meeting held December 17, 2002 be approved and adopted noting the withdrawal of Item 9 and the contingencies on Items 11 and 12 of the regular meeting of December 11, 2002 had been cleared. Supported by Ms. Wolenberg, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

Mr. Pavona presented a resolution from the State Administrative Board to David Hildenbrand thanking him for his service to the Board. Mr. Hildenbrand presented a resolution from the State Administrative Board to Lucille Taylor thanking her for her service to the Board.

9. ADJOURNMENT:

Ms. Leffler moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Hildenbrand adjourned the meeting.

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SECRETARY

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CHAIRPERSON